



Human Resource Office U.S. Embassy Santo Domingo

ANNOUNCEMENT NUMBER: 12/14

TRAINEE AND FULL LEVEL

OPEN TO: All Interested Candidates/All Sources

POSITION: Federal Benefits Claims Representative, FSN-7/FP-7 (Trainee Level)
Federal Benefits Claims Representative, FSN-9/FP-5 (Full Level)

OPENING DATE: December 2, 2011

CLOSING DATE: December 19, 2011

WORK HOURS: Full time: 40 hours per week

SALARY: ***Ordinarily Resident (OR):**
Trainee Level: RD\$455,966 p.a. (starting salary)
Full Level: RD\$731,568 p.a. (starting salary)

****Not Ordinarily Resident (NOR):**
Trainee Level: US\$34,324 p.a. (Starting salary)
Full Level: US\$42,948 p.a. (Starting salary)

*****(This pay is only for Eligible Family Members who are eligible for employment under the American USG pay plan)***

ALL ORDINARILY RESIDENT (OR) APPLICANTS (See Appendix A) MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Santo Domingo is seeking an individual for the position of Federal Benefits Claims Representative in the Federal Benefits Unit of the Consular Section.

BASIC FUNCTION OF POSITION

The incumbent is responsible for developing and processing the full range of the most difficult, complex, and responsible federal benefits related claims work. Prepares and submits complete and authoritative final adjudication packages to the Social Security Administration (SSA) for final action. Although the most extensive federal benefits program involves SSA benefits and service, the incumbent is also responsible for any claims work involving the benefit programs of the Department of Veterans Affairs (DVA), the Office of Personnel Management (OPM), the Railroad Retirement Board (RRB), and the Department of Labor (DOL).

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office. Contact: hro@embajadausa.gov.do

QUALIFICATIONS REQUIRED

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. Completion of college degree in Business Administration, Law or any other related field to Social Services is required.

2. Trainee Level: One year of experience in work related to the application of Social Security Act regulatory material in a public contact setting is required.

Full Level: Three years of progressively responsible experience in work involving the application of complex SSA regulatory material along with extensive public contact or other closely related experience are required.

3. English level IV (fluent) (speaking/reading/writing) and Spanish level IV (fluent) (speaking/reading/writing) are required. **The Office of Human Resources will contact for testing purposes ONLY those applicants that meet all other requirements).**

4. Trainee Level: Basic knowledge of: applicable laws and regulations, precedents and procedures such as: Title 20, Chapter III, Title 42, Chapter IV, and title 38 of the U.S. Code Federal Regulations; Title II, XVI and XVIII of the Social Security Act, selected provisions of the Internal Revenue Code, various provisions of Public Laws and Statutes; Social Security Rulings, Acquiescence Rulings; the Social Security Program Operations Manual System; the DVA Handbook for Veterans Benefits Counselors; host country laws relating to taxations, marriage, divorce, estate and inheritance, adoption, legitimization, health and social insurance, and banking provisions, and federal benefits investigative processes and procedures are required.

Full Level: Expert knowledge of: applicable laws and regulations, precedents and procedures such as: Title 20, Chapter III, Title 42, Chapter IV, and title 38 of the U.S. Code Federal Regulations; Title II, XVI and XVIII of the Social Security Act, selected provisions of the Internal Revenue Code, various provisions of Public Laws and Statutes; Social Security Rulings, Acquiescence Rulings; the Social Security Program Operations Manual System; the DVA Handbook for Veterans Benefits Counselors; host country laws relating to taxations, marriage, divorce, estate and inheritance, adoption, legitimization, health and social insurance, and banking provisions, and federal benefits investigative processes and procedures are required.

5. Proficient in the use of Microsoft Office applications. Ability to: develop and maintain a wide variety of outside contacts, especially related to field investigation work, such as with Embassy staff, local registrars and other local government officials, use tact and sound judgment in dealing with the public, work independently, writing and interviewing and level I (up to 30 WPM) typing skills are required.

6. Valid Dominican driver's license is required.

SELECTION PROCESS

When fully qualified, U.S. Citizen Eligible Family Members (USEFMs) and U.S. Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.

2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed U.S. Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.
6. The candidate must be able to obtain and hold an unclassified security clearance.

TO APPLY

Interested candidates for this position must submit the following for consideration of the application:

1. Universal Application for Employment as a Locally Employed Staff or Family Member (DS-174); **or**
2. A current resume or curriculum vitae that provides the same information found on the UAE (see *Appendix B*); **or**
3. A combination of both; i.e. Sections 1 -24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; **plus**
4. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
5. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO

Human Resources Office
Attention: Sofia Dominguez
hro@embajadausa.gov.do
Fax: 809-731-4372

POINT OF CONTACT

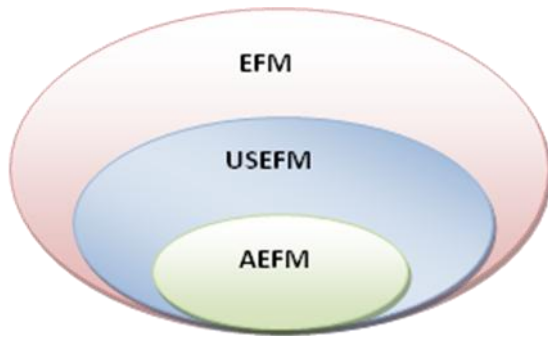
Name: Sofia Dominguez
Telephone: 809-731-4288
FAX: 809-731-4372

CLOSING DATE FOR THIS POSITION: December 19, 2011

The U.S. Mission in Santo Domingo provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

Appendix A DEFINITIONS



This diagram demonstrates how an Appointment Eligible Family Member (AEFM) is also a U.S.-citizen Eligible Family Member (USEFM) as well as an Eligible Family Member (EFM).

1. **Eligible Family Member (EFM):** An individual related to a U.S. Government employee in one of the following ways:

- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#));
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

2. **U.S. Citizen Eligible Family Member (USEFM):** For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- U.S. Citizen; and,
- EFM (see above) at least 18 years old; and,
- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
 1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
 2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

3. **Appointment Eligible Family Member (AEFM):** EFM (see above) eligible for a Family Member Appointment for purposes of Mission employment:

- Is a U.S. citizen; and
- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#)) or a child of the sponsoring employee who is unmarried and at least 18 years old; and
- Is listed on the travel orders or approved Form [OF-126, Foreign Service Residence and Dependency Report](#), of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan (AIT), and who is under chief of mission authority; and
- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, office of the American Institute in Taiwan.
- Does not receive a Foreign Service or Civil Service annuity

4. **Member of Household (MOH)**: An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a U.S. Citizen.

4. **Not Ordinarily Resident (NOR)** – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (OR, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a U.S. Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

5. **Ordinarily Resident (OR)** – A Foreign National or U.S. citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFMs without U.S. Social Security Numbers are also OR. All OR employees, including U.S. citizens, are compensated in accordance with the Local Compensation Plan (LCP).

Appendix B

If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information equal to what is found on the UAE.

Failure to do so will result in an incomplete application.

- A. Position Title
- B. Position Grade
- C. Vacancy Announcement Number (if known)
- D. Dates Available for Work
- E. First, Middle, & Last Names as well as any other names used
- F. Current Address, Day, Evening, and Cell phone numbers
- G. U.S. Citizenship Status (*Yes or No*) & status of permanent U.S. Resident (*Yes or No*; if yes, provide number)
- H. U.S. Social Security Number and/or Identification Number
- I. Eligibility to work in the country (*Yes or No*)
- J. Special Accommodations the Mission needs to provide (*Yes or No*; if yes, *provide explanation*)
- K. If applying for position that includes driving a U.S. Government vehicle, Driver's License Class / Type
- L. Days available to work
- M. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
- N. U.S. Eligible Family Member and Veterans Hiring Preference
- O. Education
- P. License, Skills, Training, Membership, & Recognition
- Q. Language Skills
- R. Work Experience
- S. References